

CITY OF DELPHOS
An equal Opportunity Employer
POSITION DESCRIPTION

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|-----------------------|----------------------|-----------|-------|
| Civil Service Status: | Classified | Dept/Div: | Water |
| Employment Status: | Full-time | | |
| Reports to: | Water Superintendent | | |
| FLSA Status: | Non-Exempt | | |
| Position Title: | Water Plant Operator | | |
| Pay: | By ordinance | | |

NATURE OF WORK

This is a semi-skilled position involving the operation and maintenance of the Water Treatment Plants, well fields, reservoir and distribution system of the Delphos Water Department. This position also assists in the reading and maintaining of water meters. Work in this class involves maintenance responsibilities for the day to day operation of the water system and its appurtenances.

The person in this position reports to and works under the supervision of the Water Superintendent or Assistant Water Superintendent.

TYPICAL TASKS

- ◆ Maintains and checks equipment, instruments, pumps, valves, etc.
- ◆ Lubricates, cleans and adjusts equipment as necessary
- ◆ Maintains neat and clean work areas inside and outside water system facilities
- ◆ Does corrective and preventive maintenance throughout the water plants and well field
- ◆ Assists in the reading and maintenance of water meters
- ◆ Assists in distribution system activities as directed
- ◆ Performs other related tasks as directed by the Water Superintendent
- ◆ Performs laboratory analysis, facility inspections and reporting
- ◆ Assists in facility and equipment planning
- ◆ Establishes and maintains external relationships with industries that are part of or may become part of the City of Delphos
- ◆ Prepares and maintains laboratory records

NORMAL EMPLOYMENT STANDARDS

Graduation from high school or General Education Development equivalency or equivalent combination of experience and training which provides the required knowledge, skills and abilities.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- ◆ Must be able to solve moderately complex mathematical problems
- ◆ Must be able to fill out records and prepare reports pertaining to the changing and location of water meters.
- ◆ Must be able to reach, bend, squat, kneel and contort the body to be able to perform the reading and changing of water meters, and assist in all other maintenance functions and perform strenuous duties
- ◆ Must be able to take orders and execute them in a timely and efficient manner.
- ◆ Must be able to determine the types, sizes and materially compatible fixtures and fittings needed to complete specified projects.
- ◆ Must be able to perform general maintenance of the water treatment plants
- ◆ Collects routine water samples
- ◆ Must be prepared to work other than normal duty hours as deemed necessary and as directed by the Water Superintendent
- ◆ Must be able to maintain confidentiality in the day-to-day dealings with the public and the City
- ◆ Must be able to work alone as the situation warrants
- ◆ Must have the ability to work with computers
- ◆ Must be willing and able to attend schooling, workshops, seminars and other such training programs as ordered by the Water Superintendent
- ◆ Must be willing and able to attain and maintain full laboratory certification

SPECIAL REQUIREMENTS

Must pass a physical examination prescribed by the City of Delphos prior to appointment in this classification.

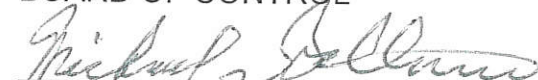
Must possess a valid license issued by the Ohio Bureau of Motor Vehicles.

Must have certification as a Water Plant Operator Class I from the State of Ohio.

Must be bondable.

Approved by: 12-9-14

BOARD OF CONTROL



Mayor



Safety Service Director